



DEPARTMENT OF VETERANS AFFAIRS  
VA Palo Alto Health Care System  
3801 Miranda Ave  
Palo Alto, CA 94304

February 26, 2015

Dear Doctor,

Welcome to VA Palo Alto Health Care System (VAPAHCS). On this site you will find a list of VA House Staff Coordinators or Specialty Coordinators with contact information, access to VAPAHCS campus map, a Stanford in-processing requirements checklist, and several forms that need to be completed before you can practice medicine here.

Before you actually begin your rotation at VAPAHCS, you must attend two (2) different resident/fellow orientations, one for Stanford and one for VAPAHCS. The first orientation will be held at Stanford in mid June, and the second orientation will be held at VAPAHCS toward the middle of June or first part of July depending on your specialty. You will be notified in advance of these orientation dates and times.

Before your VA orientation, you must complete and submit by mail (*no electronic copies or faxes*) ALL the requirements identified on the in-processing requirements checklist to your assigned Coordinator **by May 8, 2015**. Failure to submit ALL required documentation will result in cancellation of your clinical rotation at VAPAHCS.

You will receive instructions about the onboarding processing from your Coordinator. You may be required to attend VAPAHCS orientation on a date(s) assigned to you for additional instructions, training, fingerprinting and to receive your official VA photo ID. **For your information, the address to the VA is stated above.**

Please note, you may be required to go directly to the offices of Human Resources (HR) Personnel Security, for additional processing. They are located off campus at: **1776 Old Middlefield Way, Mountain View, CA 94043 (Bldg. 801)**. **DO NOT GO TO THESE OFFICES UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Your Coordinator must prepare documentation and authorization requests on your behalf with HR first. If you go to HR before being notified, you may risk delaying your in-processing.

**PLEASE be aware that VAPAHCS is undergoing major construction and parking is limited.**

**Take a moment to check into our “PARKING INFORMATION WEBSITE” for updates on parking instructions at the VA campus. There are many constructions projects underway and parking changes from day-to-day.**

**Visit:** <http://www.paloalto.va.gov/offsite.asp> for instructions on where to park and when; also, visit the next site for current status of parking (changes/flow): [http://www.paloalto.va.gov/parking\\_paloalto.asp](http://www.paloalto.va.gov/parking_paloalto.asp)

ALSO, if you **are not** a U.S. Citizen, **YOU MUST** include in your packet **legible copies of documents that give you authorization** to study/work in this country.

**NOTE: ALL documents under requirements must be submitted, to include a training certificate. Failure to provide a complete packet will delay/impede your appointment process.**

If you are coming from out of State, check with the Department of Motor Vehicles (DMV) website regarding vehicle registration. Go to: [www.DMV.com](http://www.DMV.com) – read here about what you will need to do to register your vehicle in California.

Should you have any questions about any of the enclosed information, please feel free to contact your designated VA House Staff Coordinator.

Thank you in advance for your cooperation.